



## **TEACHER PREPARATION ADMINISTRATOR I (EXAMINATIONS AND RESEARCH)**

**OPEN**

**CONTINUOUS FILING**

**Class Code: 2636 EU85**  
**Examination Code: 5LT04**

**Bulletin Release Date: June 4, 2015**  
**Final Filing Date: Continuous**

### **EEO**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for examination. If you receive a passing score, you may be invited to a hiring interview. Candidates passing scores will only be good for 24 months.

### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** To apply for this examination, you must submit a complete examination application. The following documents comprise a complete application/examination package:

- Completed Examination/Employment Application (STD. 678)
- Completed applications and resumes must be filed for each classification/exam
- Evidence of completion (copy) of required credential and/or education.

To obtain copies of the Examination/Employment Application go to the following link

## FILING INSTRUCTIONS (con't)

Please complete and submit your Examination/Employment package to:  
Commission on Teacher Credentialing  
Administrative Services Division - Office of Human Resources  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, please mark the box in question #2 on the "Examination Application". You will be contacted to make specific arrangements.

## SALARY INFORMATION

**\$6488 - \$8125 per month**

## ELIGIBLE LIST INFORMATION

The names of successful competitors will be merged onto the eligible lists in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then reapply by submitting a complete application/examination package.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin.

(Applicants who do not meet the credential requirements will be admitted to the examination, but must meet the requirement before being considered eligible for appointment.)

## MINIMUM QUALIFICATIONS

**Experience Requirement:** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable the other to meet the total experience requirement.

**Credential Requirement:** Possession of a valid California supervision or administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)

(Possession of an earned master's or doctorate degree, from an accredited institution, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 (b), in educational measurement and evaluation, behavioral sciences, industrial psychology, statistics, psychometrics, educational research or a closely related field, may be substituted for the required credential.

(One year of experience in the Commission on Teacher Credentialing performing examination and/or research duties equivalent to those performed by the class of Assistant

Consultant in Teacher Preparation, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the experience requirement.)

### **MINIMUM QUALIFICATIONS (Con't)**

And

Either Pattern I

Experience Requirement: One year of experience in the California state service performing examination or education research duties at a level of responsibility equivalent to that obtained in the class of Consultant in Teacher Preparation (Examinations and Research; or two years of experience in the California state service performing examination or research duties at a level of responsibility equivalent to that obtained in the class of Assistant Consultant in Teacher Preparation, Range B.

Or Pattern II

Four years of professional education experience in one or a combination of the following: administrative or teaching experience in the field of educational measurement at the college or university level; research which included independent or major shared responsibility for planning and directing complete studies in the field psychological testing and measurement, educational research or a closely related area; and/or pupil personnel services, school programs or a closely related field which must have been at the district or county superintendent office level (this experience must have included direct technical involvement general education administrative experience over such programs is not qualifying).

### **POSITION DESCRIPTION**

This is the first supervisory level over professionals at the Consultant and Assistant levels. Incumbents supervise three-seven professionals at the Consultant and Assistant levels; direct the planning, development, administration and evaluation of professional education examinations; and plan, organize and direct related research activities. In addition to these supervisory responsibilities, incumbents personally respond to the most sensitive issues regarding examination scope, content, methodology and disputes; and testify before the Legislature regarding examinations.

**Positions exist with the Commission on Teacher Credentialing, Sacramento.**

### **EXAMINATION INFORMATION**

This examination will consist of an education and experience process. Applicants that score within the top 3 ranks may be asked to interview at a time when a position becomes available. It will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum of 75% must be obtained upon review of your education and experience.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Current laws and trends in teacher education in California.
2. Organization and structure of California teacher education.
3. Curriculum trends and teaching practices in the California public schools and the legislative process in California.
4. Principles, procedures and techniques used in test development, validation, and administration.
5. Application of research techniques and quantitative procedures to the analysis of aptitude, achievement and performance test.
6. Alternative approaches to the analysis of ethnic and cultural factors in exam performances and results.
7. Use of electronic data processing techniques in processing examination results.
8. Principles of education research.
9. Principles of employee development, training, and supervision.
10. Public administration, organization and management.
11. The Commission on Teacher Credentialing's mission, goals, programs, and policies.
12. The Commission on Teacher Credentialing's Affirmative Action Program objectives.
13. The manager's role in affirmative action and labor relations.
14. The processes available to meet these program objectives.

### B. Ability to:

1. Interpret and apply provisions of the California Education Code and the policies and regulations of the Commission on Teacher Credentialing.
2. Analyze policy issues in teacher education and prepare recommendations.
3. Analyze legislation and its fiscal impact on the Commission.
4. Perform in an independent and creative manner.
5. Speak effectively and write clear, concise reports.
6. Utilize effective techniques in human relations.
7. Analyze situations accurately and take effective action.
8. Conduct research studies in teacher education.
9. Prepare policy recommendations.
10. Analyze policy issues related to the use of assessment systems in professional licensure.
11. Utilize alternative approaches to test development and validation.
12. Draft contracts and requests for proposals for test development and administration that is performed by external agencies under the contract with the Commission.
13. Effectively and efficiently manage a staff and program within the resources provided.
14. Review and edit written documents.
15. Establish and maintain project and departmental priorities.
16. Work effectively with administrative personnel in the department and in other governmental agencies.
17. Supervise subordinate staff.
18. Effectively contribute to the Commission's affirmative action objectives.

## BENEFITS

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- Twelve (12) paid holidays
- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care, and parking programs
- Employee Assistance Program
- Career development/professional advancement

## VETERANS' PREFERENCE POINTS

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

## CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Commission on Teacher Credentialing  
Administrative Services Division - Office of Human Resources  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

**Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), California Department of Human**

Resources office, and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

## GENERAL INFORMATION (con't)

**The California Department of Human Resources** and the Commission on Teacher Credentialing reserve the right to revise the examination plan to better meet the needs of the service should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/2617.aspx>.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.